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Municipal E-News

Municipal Technical Advisory Service (MTAS)

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### Municipal E-News: Issue 12: March 2010

MTAS

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## City Spotlight: Dandridge

**Date of Incorporation:**  
1799

**Population:**  
2078

**County:**  
Jefferson

**Grand Division:**  
East

**MTAS Municipal Management  
Consultant:**

Pat Hardy  
[pat.hardy@tennessee.edu](mailto:pat.hardy@tennessee.edu)

*Dandridge is the county seat of Jefferson County, one of the oldest towns in Tennessee and is the only town in America, named after America's first, First Lady, Martha Dandridge Washington. The Jefferson County Courthouse built in 1845 is the same courthouse that the legendary Davy Crockett ventured to in order to obtain his marriage license.<sup>1</sup>*

<sup>1</sup><http://www.jeffersoncountytennessee.com/>

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## MTAS Executive Director Tallent Promoted to IPS Assistant Vice President

Current UT Municipal Technical Advisory Service (MTAS) Executive Director Mike Tallent will take over the role of Institute for Public Service (IPS) assistant vice president effective March 1, 2010.

In his new role, Tallent will oversee the Center for Industrial Services (CIS), the Law Enforcement Innovation Center (LEIC) and the Jimmy Naifeh Center for Effective Leadership. IPS Assistance Vice President Chuck Shoopman will now oversee MTAS, the County Technical Assistance Service and all IPS economic development programs.



“Mike is a valuable member of the IPS leadership team, and it is a natural move for him to step into the role of assistant vice president,” said Dr. Mary Jinks, vice president of public service. “Having been on board here for more than 30 years, he has a solid grasp of our public service mission and is dedicated to seeing IPS and its agencies fulfill that mission.”

Tallent joined MTAS in 1979 as a municipal management consultant and has covered west Tennessee and southeast Tennessee over the years, advising cities that range in size from Englewood to Chattanooga. His contributions and leadership at MTAS have helped the agency serve Tennessee cities through the years. After serving as MTAS interim executive director since December 2007, Tallent was named executive director in September 2008.

“One of the many blessings in my life has been the many years I have worked for MTAS and the opportunities it provided me to serve the cities of Tennessee,” Tallent said. “The many friendships I have made during those years and the part I have been fortunate to play in assisting cities improve the efficiency and effectiveness of their operations have made those years with MTAS cherished years.

Leaving MTAS was not an easy decision, but I look forward to and I am truly excited about the opportunities and challenges that will be afforded me in serving as assistant vice president for the Institute for Public Service.”

MTAS Assistant Director Melanie Purcell will become interim executive director on March 15 and will remain in that position until a permanent director is named.

# **The 2010 Federal Census is Coming: Is Your Community Ready to be Counted?**

*Gary Jaeckel, MTAS Municipal Management Consultant*

As an elected official you can make a difference in the outcome of the upcoming Federal Census. You can raise the awareness of, and encourage participation in, this important event. By doing so, you will help your constituents receive their fair share of federal funds and congressional representation.

## **Why is the Census Important to Local Governments?**

- ❖ The census population totals will determine which states gain or lose representation in the House of Representatives.
- ❖ The census determines the amount of state and federal funding communities receive.
- ❖ 2010 census data will directly affect how more than \$3 trillion will be allocated to governments over the next 10 years.
- ❖ Businesses can use census data to locate supermarkets, new housing and other business facilities.

## **2010 Census Questionnaire: Quick, Easy and Confidential!**

The 2010 census questionnaire will only contain 10 questions, making it one of the shortest questionnaires in history and will take just 10 minutes to complete. Questionnaires will be mailed out to households during the month of March and many households may receive a replacement questionnaire in early April. Census workers will be visiting households that do not return questionnaires beginning in April.

By law, the Census Bureau cannot share an individual's census responses with anyone, including other federal agencies and law enforcement agencies.

## **Opportunities and Responsibilities of Cities and Counties**

- ❖ Each city and county should currently be involved in a "Complete Count Committee."
- ❖ The task of each committee is to motivate the community to respond and mail back the 2010 census questionnaire.
- ❖ Every city should have at least one representative on this committee.
- ❖ Each committee has been assigned a Partnership Specialist to assist the committee in developing a public awareness/marketing program for their community.
- ❖ Conduct "town hall" meetings or other events to encourage census participation by the residents of your community.

Subsequent to the initial mailing of 2010 census questionnaires, the Census Bureau will undertake an extensive campaign to take in-person counts of people living in group quarters; such as college dormitories, military barracks, nursing homes, shelters, as well as those displaced by natural disasters.

For those individuals that are currently homeless, the Service

Based Enumeration (SBE) operation has been created in order to insure these individuals are counted. The SBE is designed to provide an opportunity for people experiencing some form of displacement or lack of permanent address to be included in the census, by counting them at service-based locations, such as homeless shelters, soup kitchens, etc.

## **List of Local Census Offices in Tennessee**

Federal census employees, including Partnership Specialists, are located in several regional offices throughout Tennessee. The following list provides the current local address and the local telephone number of these offices.

Memphis: 901-251-4410  
Shelby County: 901-251-5420  
Jackson: 731-256-3480  
Columbia: 931-922-5030  
Nashville: 615-234-5760  
Murfreesboro: 615-278-1590  
Cookeville: 931-303-0770  
Chattanooga: 423-424-5930  
Knoxville: 865-291-5420  
Johnson City: 423-722-2660

Questions about the census and the process of conducting the census can be directed to your nearest local office.

*(Continued on page 3)*

(Continued from page 2)

Census forms will be available at various community locations for use by people who either did not receive a census form in the mail or who believe they were not otherwise included on any other census form.

### Key Dates Remaining for the 2010 Federal Census

#### ❖ March 2010

Census forms will be mailed or delivered to households.

#### ❖ April 1, 2010

National Census Day—use this day as a point of reference for sending your completed forms back in the mail.

#### ❖ April—July 2010

Census takers visit households that did not return a form by mail.

#### ❖ March 2011

By law, the Census Bureau completes delivery of redistricting data to states.

For additional information regarding the federal census, the Census Bureau has created a Census 2010 Web site which contains helpful information regarding the census and the process being followed to insure an accurate count is made of all cities and counties:

<http://2010.census.gov/2010census/>.



## OSHA 300 Logs Must Be Posted

*Richard Stokes, MTAS Human Resource Consultant*

Have you already posted your Occupational Safety and Health Administration (OSHA) Form 300A? If you have already posted them, you are ahead of the curve. If not, you have some work to do.

According to OSHA Standards, covered employers are required to post the form 300A, a Summary of Work-Related Injuries and Illnesses, from February 1 until April 30 each year. Form 300A reports your total number of deaths, missed workdays, job transfers or restrictions, and injuries and illnesses as recorded on Form 300 (the Log of Work-Related Injuries and Illnesses). You should be maintaining the Form 300 throughout the year. Forms 300A and 300 are two of three OSHA forms required as part of your agency's recordkeeping rule.

If you are covered by the Occupational Safety and Health Act, you must also post a notice informing employees of the act's protections and obligations. The notice must be posted in a conspicuous place or where notices to employees are customarily posted. An MTAS publication is available to assist you in filling out the necessary form. [View publication](#)

For more information, Stokes may be contacted at [richard.stokes@tennessee.edu](mailto:richard.stokes@tennessee.edu) or 615-532-4956.

## Municipal Administration Program Residential Codes | March 3-17, 2010

This class will familiarize local government officials with the full ramifications of the "Tennessee Clean Energy Future Act of 2009" including any changes that will occur as a result of the implementation of this act on July 1, 2010. Enforcement of the new energy code as well as the International Residential Code for one- and two-family dwellings in Tennessee will be covered.

Course instructor: Ray Crouch, MTAS Fire Management Consultant

[Click here for a registration brochure](#)

## 2009 MTAS Salary Survey Available

Tennessee cities have responded to the call, and the 2009 MTAS Salary Survey is now available.

To generate a report, use your MTAS-provided survey password to access the database. Once logged onto the site, click on the option to go to "Reports." On the reporting page, you may either generate a complete report of all salary data or a report containing selected data including specific positions, population ranges, cities, counties, and many other possibilities.

Thanks to everyone who took the time to enter their data.

For more information on accessing the database, please contact Justin O'Hara, MTAS IT Consultant at [justin.ohara@tennessee.edu](mailto:justin.ohara@tennessee.edu) or 865-974-0628.



## Google Fiber for Communities

*Justin O'Hara, MTAS IT Consultant*

Google is planning to build an ultra-high speed broadband network to the home in one or more trial locations across the country. On February 10, 2010, Google issued a Request for Information (RFI). The response deadline is March 26, 2010. Information about the program is listed on the project's website at <http://www.google.com/appserve/fiberrfi>.

On the Web site, a video by the Product Manager, James Kelly, provides a brief overview of the project. On this page the link "Get Involved" allows you to indicate your interest in participating in the program.

The "Learn more about the fiber optic trial" link provides additional resources including a Project Overview, Instructions, Legal Statements and a FAQ page.

Google is looking for a detailed response to the Local Government RFI. If your municipality is interested in participating in this program, take a look at the website as soon as possible and begin to collect the needed information. The RFI allows users to complete the sections incrementally. You may return to the RFI as needed to complete it.

For questions, contact Justin O'Hara at [justin.ohara@tennessee.edu](mailto:justin.ohara@tennessee.edu) or 865-974-0628.



## Mark Your Calendar!



**Eagle's Landing, Sevierville, TN  
Wednesday, June 9, 2010**

IPS' annual golf tournament benefits the Muscatello/Rodgers Local Government Internship Endowment at the University of Tennessee. The endowment supports scholarships for students who are studying public administration, finance, communications, engineering or other related fields, and are interested in pursuing a career in local government. Scholarship recipients work in summer internships with the Municipal Technical Advisory Service (MTAS) and the County Technical Assistance Service (CTAS), agencies of the Institute for Public Service.

The endowment memorializes Paula Muscatello's commitments to education, and to loving and supporting her family. Her husband, Joe Muscatello, is a former employee of MTAS and current TML Bond Fund representative. Muscatello established the scholarship in her honor as well in the memory of Bill Rodgers, a long-time employee of CTAS whose dedication to improving local government was an inspiration to many.

Opportunities for sponsorships are: hole (\$250), major (\$500) and tournament (\$1,000). Individual golfers play for \$100 or register a team of four for \$400.

For information on registering a team or sponsoring the tournament, please contact Paul Bowman, Development Director, Institute for Public Service, at [paul.bowman@tennessee.edu](mailto:paul.bowman@tennessee.edu) or 865-974-6587.

## Fire Team USA Returns to Tennessee March 24-25, 2010 Memphis, Tennessee

Fire Team USA is a federally funded Fire Prevention grant, administered by the U.S. Department of Homeland Security, FEMA. Fire Team USA began as Fire Team Tennessee in 2005 and the grant home is the Tennessee Fire Safety Inspectors Association.



The Fire Team Tennessee pilot served to test the theory that bringing stakeholders together to learn about community fire protection, with specific emphasis on the role that fire sprinklers can play. This program would help policy makers, along with building and fire officials, to develop a solid plan to deal with their communities growth and the needs involved with growth.

The theory worked, and Fire Team Tennessee expanded to Fire Team USA. Fire Team USA has spent the last four years criss-crossing the country, state by state. Next month, Fire Team USA will return to its home state of Tennessee with a workshop delivery in Memphis. Thirty-six states have been visited in all to date, with additional states on the 2010 lineup.

For the Memphis session, all you have to do is coordinate your community's team, sign up, and show up! Accommodations, training, and information are all provided FREE OF CHARGE.

Registration is easy, log on to <http://www.fireteamusa.com> and register. The Fire Team USA team will make your hotel arrangements and provide you with a confirmation and details. Hotel is to be confirmed.

Those invited to attend include city manager, fire chief/fire marshal, mayor, commissioner/aldermen/council member, building commissioner or official planning commission chairman or member, water purveyor insurance agent, builder/developer, and other community leaders.

Also visit the Fire Team Tennessee Web site at <http://www.fireteamtennessee.com/>.

## E85 Conversion Opportunities in East Tennessee

*Warren Nevad, MTAS Municipal Management Consultant*

On February 2, 2010, city mayors from Kingston, Rockwood, Harriman and Crossville and MTAS Municipal Management Consultants Dana Deem and Warren Nevad met in Kingston, Tennessee to explore new ways to further their sustainability efforts in fleet management. The Tennessee Renewable Energy and Economic Development Council (TREEDC) and East Tennessee Clean Fuels Coalition (ETCFC) arranged the meeting with Flex Fuel U.S. to learn about ethanol conversion capability for local government fleets in east Tennessee. ETCFC Director Jonathan Overly and TREEDC Director Nevad recognized that an east Tennessee E85 conversion initiative would complement the commercial development of cellulosic ethanol in Tennessee and the installation of E85 pumps in Roane and Cumberland Counties.

Flex Fuel U.S. has developed a patented flexible fuel conversion kit that allows the driver to use any combination of gasoline or ethanol—from 100 percent unleaded gasoline to 85 percent ethanol.

[Flex Fuel U.S.](#) offers EPA certified conversion kits for the following vehicles:

- ❖ 2006 Ford/Lincoln—Crown Victoria Police, Crown Victoria Taxi, Lincoln Town Car Airport Livery;
- ❖ 2006 Chrysler/Dodge—300/SRT-8, 300AWD, Magnum, Magnum AWD, Charger;
- ❖ 2005 Ford/Lincoln—Crown Victoria, Crown Victoria Police, Lincoln Town Car; and
- ❖ 2005 Chrysler/Dodge—300/SRT-8, 300AWD, Magnum, Magnum AWD, Charger.

Future plans include investigating the feasibility of implementing a pilot program to introduce the technology and measure the progress of this initiative.

For more information contact Warren Nevad at [warren.nevad@tennessee.edu](mailto:warren.nevad@tennessee.edu) or 865-974-9839.

## Municipal Court Clerks Conference

### March 18-19, 2010

Every spring court clerks from across the state come together for the Municipal Court Clerks Conference in middle Tennessee.

This two-day conference (which is provided at no cost to participants) is open to all court clerks covering topics such as: court action reports, the electronic citation program, internet based reporting and legal updates to name a few. This training will fulfill the state mandate of three hours per year for the designated municipal court clerk. Check back in the fall for the four-hour workshop that also fulfills the state mandated hour requirement.

[Registration brochure on MTAS Web site](#)

## Certified Municipal Finance Officer Program

### March 2010 | Planning Operations

March	2	Spring Hill
March	10	Athens
March	10	Jackson
March	10	McMinnville
March	17	Jackson
March	17	Morristown
March	17	White House

## Elected Officials Academy

### March 2010 | Level I

March	4	Palmer
March	11	Palmer

## Elected Officials Academy

### March 2010 | Level II

March	11	Spring Hill
March	18	Spring Hill
March	24	Monterrey

For more information on these and all MTAS classes, visit our Web site at <http://www.mtas.tennessee.edu>.

## Municipal Administration Program

### March 2010 | Residential Codes

This class will familiarize local government officials with the full ramifications of the “Tennessee Clean Energy Future Act of 2009” including any changes that will occur as a result of the implementation of this act on July 1, 2010. Enforcement of the new energy code as well as the International Residential Code for one- and two-family dwellings in Tennessee will be covered.

Instructor: Ray Crouch, MTAS Fire Management Consultant

March	3	Jackson
March	4	Lakeland
March	9	Johnson City
March	10	Collegedale
March	11	Smyrna
March	17	Knoxville

[Click here for a registration brochure](#)

## Work Zone Traffic Control/Flagging Course

The University of Tennessee MTAS and County Technical Assistance Service, in cooperation with the Tennessee Transportation Assistance Program, will offer a work zone traffic control/flagging course which will provide guidance and training for field personnel such as maintenance crews, survey crews and utility crews in the planning, selection, application and operation of short-term work zones.

March	16	Knoxville
March	17	Johnson City
March	31	Franklin
April	1	Jackson
April	27	Cookeville
April	28	Winchester

For more information on class content and locations, please [click here for a registration brochure](#).

## New MTAS Publication

### Laboratory Quality Assurance and Quality Control for Small Wastewater Laboratory

*Brett Ward, MTAS Utility Operations Consultant*

This manual is intended to be a guide for wastewater laboratory analysts in setting up their own quality assurance/quality control (QA/QC) programs. A laboratory QA/QC program usually is required by regulatory agencies, but there are good reasons to institute such programs voluntarily. A QA/QC program consists of procedures to ensure that test data can be reliably trusted to represent what is actually happening in the treatment plant. It is all the extra steps you take in the lab to produce truthful data and to prove that your data are truthful.

[View publication](#)

## Calendar of Events



### March 3-17

Residential Codes (MTAS MAP course)  
(See page six of the Municipal E-News for all dates and locations)

### March 16—April 28

Work Zone Traffic Control/Flagging Course  
(See page six of the Municipal E-News for all dates and locations)

### March 17-19

Tennessee City Managers Association  
Spring Conference (Frankfort, Kentucky)

### March 17-19

Tennessee Library Association (Memphis)

### March 18

Government Health Roundtable Workshop (Knoxville)

### March 18-19

Municipal Court Clerks Conference (Franklin)

### March 29-30

Tennessee Emergency Management Association.  
Interoperability Communication Conference  
(Pickwick State Park)

### April 14-16

Certified Municipal Clerk Institute and Master Municipal Clerk Academy (Nashville)

## MTAS Online Course Information

Be sure to check the MTAS Web site for information regarding our online courses.

As we continue to move forward in providing our courses in a wide variety of formats, the following page will provide information on what courses are currently available and how to purchase them for your city.

<http://www.mtas.tennessee.edu/public/web.nsf/Web/Online+Training?Opendocument>

For more information, please call MTAS at 865-974-0411.

## Pass It On!

Do you know someone who is not currently on our mailing list but either needs or wants to see the MTAS “Municipal E-News?” To be added to the mailing list, send an email with the name, title, email address, phone and fax number to Frances Adams-O’Brien at [frances.adams-obrien@tennessee.edu](mailto:frances.adams-obrien@tennessee.edu).

“Municipal E-News” is provided by the University of Tennessee Municipal Technical Advisory Service in an effort to meet the challenge of providing timely, valuable information and assistance to Tennessee cities to build better communities.

If you have any questions or comments related to this newsletter please contact Frances Adams-O’Brien at [frances.adams-obrien@tennessee.edu](mailto:frances.adams-obrien@tennessee.edu).